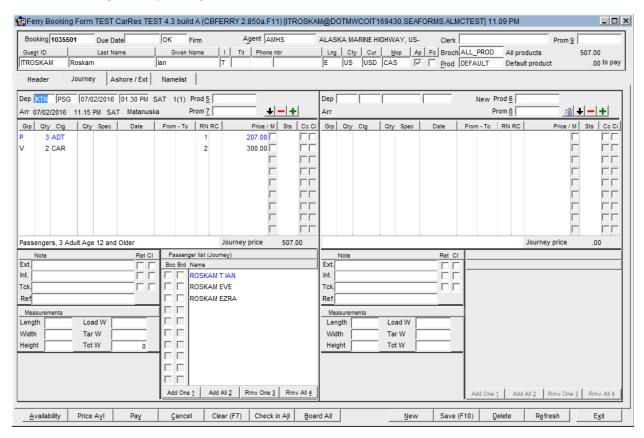# Print Individual Boarding Passes

Sometimes all of the passengers that are on a booking do not show up at once. This document illustrates how to print individual item boarding passes without pressing the "Check-in All" button.
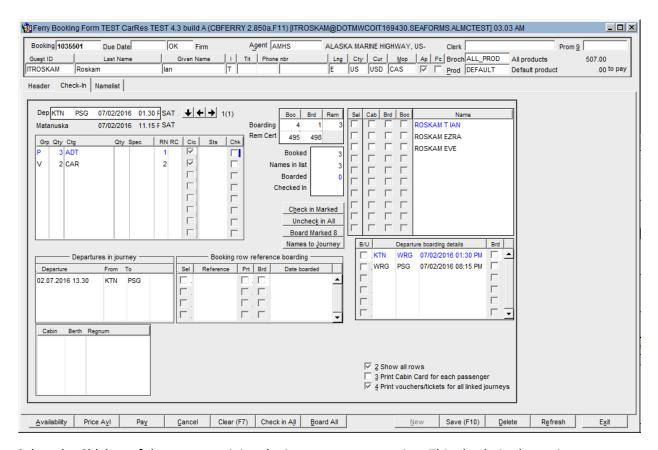
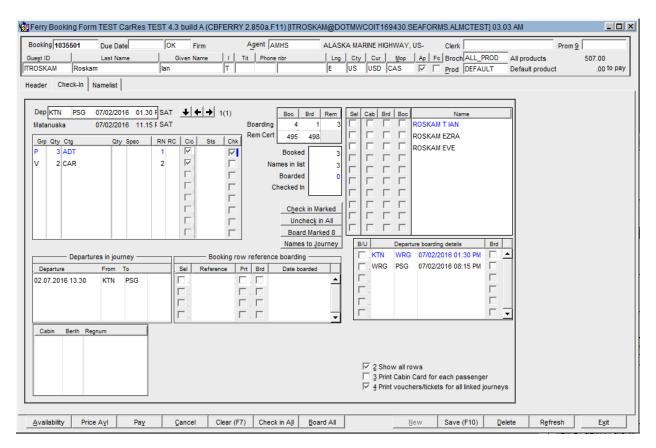Here is a booking with 3 passengers and 2 cars booked on it.

Select the Header tab and press the "Print All Documents" button to set Cic(Check-in Clearance) for all rows.
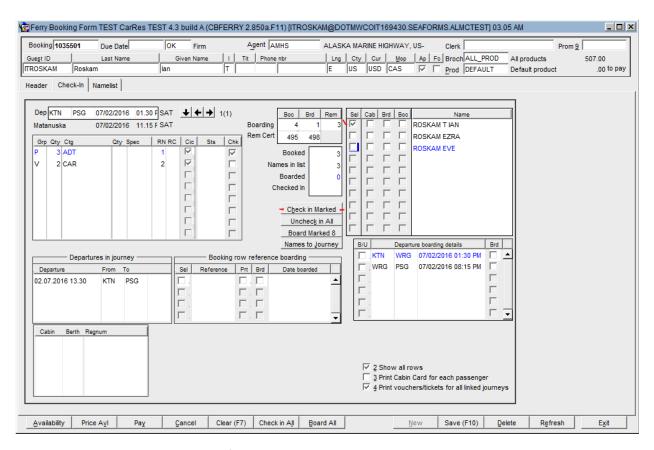
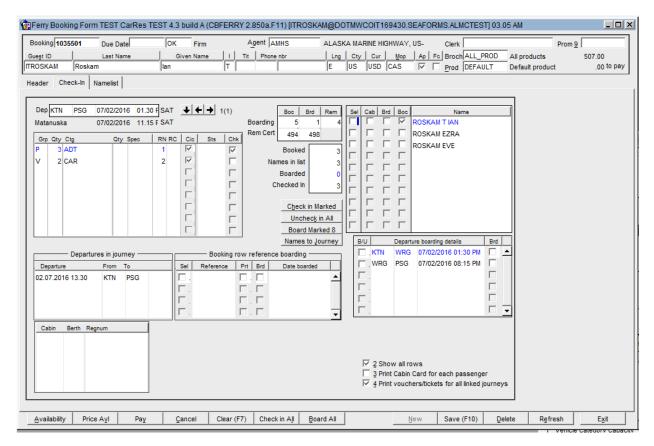Switch to Check-in mode by selecting Options->Switch Check-in Mode (Alt+OS)

Select the Chk box of the row containing the item you want to print. This checks in the entire row.

Check the Sel box of the item you want to print a boarding pass for and press "Check in Marked"
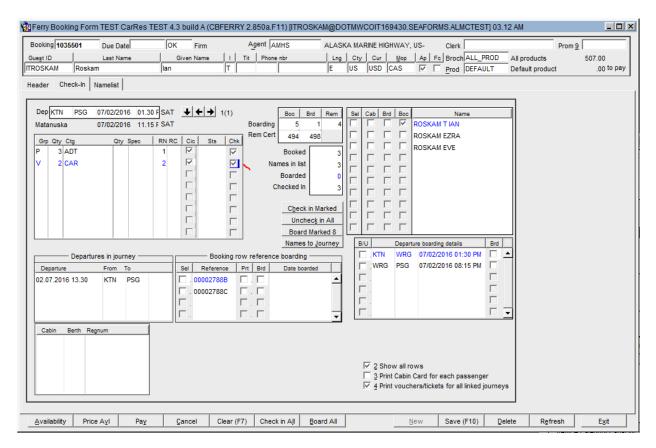
You should receive a boarding pass for the one person and the Boc box will now be checked.
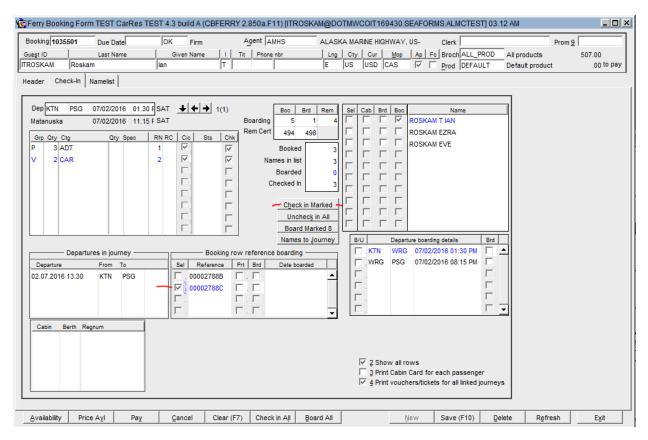
To reprint simply uncheck Boc and repeat the previous step.

Vehicles are handled a little differently.

For vehicles check in the row by checking the Chk box for the row.

Mark select for the vehicle you want and press "Check in Marked"

To reprint for vehicles just repeat this step.